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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

29 April 1954

1. The Office of Personnel is setting up a roster of qualified clerical personnel (particularly typists, stenographers and secretaries) who evidence interest in overseas assignments. Placement Officers will contact individual DD/A Offices for the purpose of getting their help in setting up the roster. Colonel White asked that DD/A offices extend cooperation to Personnel representatives who are preparing the roster.

2. The Semi-Annual Report on "Conflict of Interests" must be made by the DD/A office to the Inspector General by 10 June for the six month period ending 31 May 1954. Therefore, Colonel White asked that each DD/A office make a report to the Office of the DD/A not later than 4 June 1954. Negative reports are required, if appropriate. In this connection, applicable references are CIA Notices [REDACTED]

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3. The Office of Training will conduct a guided tour to explain its overt training activities on Wednesday, 12 May, and Friday, 14 May from 1:30 p.m. to 4:30 p.m. on each day. Half of the tour will be conducted on the first day, and half on the second. Colonel White mentioned that persons invited to participate are office heads, division chiefs, and other higher level personnel within offices who work in close contact with the training people. Training Liaison Officers will probably want to attend. Persons interested in taking part in the tour should notify Mr. [REDACTED] not later than 7 May 1954.

4. Colonel White referred to, and quoted from, Bureau of the Budget Bulletin No. 54-10 addressed to heads of agencies. The bulletin directs agency and department heads to review financial obligations incurred during May and June 1954 in order to insure that obligations of the fourth quarter of Fiscal Year 1954 do not exceed those for the third quarter, unless justified by seasonal programs. The bulletin states that employment at the close of the fiscal year must not exceed the level budgeted for the beginning of Fiscal Year 1955. Purchases for inventories are to be limited to make sure that such inventories will be below the number of months supply which was on hand in June 1953. Other purchase orders or contracts are to be entered into only for goods and services needed to complete the service of this fiscal year, unless specific advantage accrues to the Government to place advance orders. Exceptions to these requirements may be authorized only by Agency heads. Obligation rates for the fourth quarter of Fiscal Year 1954 will be examined carefully in connection with apportionments made by the Bureau of the Budget at the beginning of Fiscal Year 1955. To the extent that the former are above the third quarter, the excess will be withheld to apply against the apportionment for the first quarter of Fiscal Year 1955, unless adequate explanation justifying the larger amount is furnished to the Bureau of the Budget.

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5. Colonel White discussed CIA Notice [REDACTED] which establishes dead- 25X1A
lines for submitting requisitions requiring purchase action from Fiscal Year
1954 funds. He said that the deadlines were aimed at insuring that necessary
action could be taken on the requisitions.

6. Colonel White said that he felt that there was room within the DD/A
offices to engage in more planning in connection with personnel assignments.
As examples he mentioned the acquiescence of DD/A offices in the minimum
training standards developed by the DD/P organization for administrative per-
sonnel within the DD/P area. DD/A offices should see to it that those of
their personnel who may be assigned to DD/P offices are scheduled for partic-
ipation in such training instead of delaying this until the reassignments are
finally approved. Colonel White said that persons returning from overseas
report on the widespread impressions existing among overseas employees that
little or no assignment planning affecting overseas personnel is carried on
in headquarters. Office heads, with the assistance of their career service
boards, should find the means to overcome this problem to the end that em-
ployees carrying career designations of the offices concerned are provided
information regarding future assignments well in advance of the termination
of their current overseas tours.

7. Colonel White said that he was looking to the Management Staff for
assistance in applying sound management principles to the organization and
operations of the entire DD/A organization. In this connection, he said that
the current survey of the Logistics Office by the Management Staff and the
Classification and Wage Division would be extended to include ultimately all
DD/A offices.

8. Current status of CIA Career Service Board activities were reviewed.
The Board's Task Force on Promotion Policy submitted a proposed CIA Regulation
setting forth the Agency's Promotion Policy. With some amendments, the Board
approved the proposed Regulation, which is to become effective immediately.
The main provision is a schedule of "time-in-grade" requirements to be met by
personnel proposed for promotion. In addition, the Board approved a plan
which authorizes the Office of Personnel to review all promotion actions for
the purpose of insuring that the best qualified persons are promoted, even if
this involves transfer of personnel from offices other than those from which
the promotion action originated. The Office of Personnel will conduct this
kind of review for a "pilot period" of six months.

9. Mr. Pforzheimer reported that proposed legislation to effect CIA
exemption from the Performance Rating Act was still with the Bureau of the
Budget. Mr. Reynolds asked that everything possible be done to expedite
enactment of this legislation, since the cumulative effort of the problems
encountered from the Agency's coverage under the Act is creating a very
serious situation.

10. Mr. Pforzheimer discussed the status of certain pending legislative
proposals. The right of home leave, which would not involve use of accrued

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annual leave, is included in a proposed bill dealing with overseas personnel administration which is being sponsored by the Executive Branch of the Government, for application to all agencies. The so-called "Fringe Benefits Bill" has passed the Senate. This bill provides for an allowance of \$100 for civilian personnel who are required to wear special uniforms. It broadens the Incentive Awards Program and liberalizes overtime pay schedules. The provisions concerning the Incentive Awards Program were discussed inasmuch as the bill gives the Civil Service Commission responsibility for promulgating the regulations which will control administration of the Program. It was agreed that representatives from CIA should contact the Commission to make sure that these regulations would not create requirements which this Agency could not meet.

25X1A9a 11. In order to make sure that no incorrect impressions could be created, Colonel White explained discussions concerning possible merger of the Government Printing Office Plant located in South Building with this Agency's Printing and Reproduction Division. CIA is taking no initiative whatever in these discussions, and wishes to be scrupulously clear of any claims that we are "empire building" to gain control of the classified printing function. Colonel White said that [REDACTED] of the GPO Plant and Mr. Garrison are studying the matter and that if they conclude that a merger is feasible it will be discussed further with the Joint Committee on Printing.

12. Colonel White referred to a number of project administrative plans submitted to him where the purpose appeared to be the legalization of past administrative activity of doubtful propriety. The cases involved presented no alternative to formal write-off of responsibility, and the proper method would have been a request for such write-off on the basis of a statement of all pertinent facts.

13. Colonel Edwards discussed recent cases to illustrate his feeling that supervisory officials must devote more attention to indoctrinating their personnel on security alertness. Specifically, he said employees should report promptly to the Security Office any situation wherein they become aware that someone outside the Agency is indicating an unusual or probing type of interest in Agency affairs.

25X1A9a 14. Mr. [REDACTED] urged that a careful review and analysis be made of present procedures for coordinating regulatory materials prior to final publication. He felt that if senior officials who head technical staffs are responsible for the development of policy, procedure and standards in the technical field concerned, then those senior officials should exercise these responsibilities. He felt that the present system impedes effective coordination rather than otherwise.

15. Colonel White emphasized that the DD/A staff meeting is intended to be a forum for discussing administrative problems confronting any office in the Agency, and that representatives of components other than DD/A should feel free to introduce such problems for discussion at these staff meetings.

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